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POLICY MANUAL

State Mental Health, Mental Retardation and Substance Abuse Services Board
Department of Mental Health, Mental Retardation and Substance Abuse Services

POLICY 6001(FIN)86-1

SUBJECT: Process for Board/Department Interaction in Budget Preparation and Submission That Will Ensure a Budget Proposal That Reflects Programmatic as Well as Fiscal Policies of the Board.

AUTHORITY: Board Minutes Dated January 22, 1986
Effective Date February 26, 1986
Approved by Board Chairman s/James C. Windsor

REFERENCES: Section 37.1-10, Code of Virginia (1950) as amended.

BACKGROUND: The State Mental Health, Mental Retardation and Substance Abuse Services Board, at its meeting of November 21, 1985, requested the development of a formal statement of policy to establish a process for Board/Department interactions in the preparation and submission of the Department's budget that will ensure that the budget reflects the Board's programmatic as well as fiscal policies.

At the 1989 review of this policy, the Board directed that "timetable" be deleted from the title and body of the policy and that time frames such as "Jan.-June" be deleted from the accompanying process for Board/Department Budget Interactions. This was due to the fact that the budget submission procedure of DPB often differs from year to year.

PURPOSE: To delineate the role of the State Board in the development/submission of the Department's budget proposal and to establish a step-by-step process for the monitoring of long-range plan implementation, budget input, review/comment and other actions for ensuring that the budget proposal reflects the Board's programmatic as well as fiscal policies.

POLICY: It is the policy of the State Mental Health, Mental Retardation and Substance Abuse Services Board that there be a specific process for Board/Department interactions in the development and submission of the Department's budget proposals. This interaction will ensure that proposed budgets reflect the Board's programmatic as well as fiscal policies as reflected in the Department's comprehensive plan. The Board will then submit a written review and comment on the budget to the Governor, the Secretary of Human Resources and the Department of Planning and Budget.

PROCESS FOR - BOARD/DEPARTMENT BUDGET INTERACTIONS

<u>Time</u>	<u>Process/Department Actions</u>	<u>State Board Actions</u>
Odd Numbered Years:	Review of Board policies by the Commissioner to ensure that biennial budget proposal reflects the Board's programmatic as well as fiscal policies.	
	Development of biennial budget proposal based on the public process for the development of the Comprehensive State Plan and the process for issuance of the Commissioner's Guidance Memorandum.	Review/comment on Commissioner's Guidance Memorandum
	Presentations to the Board, by the Commissioner, on budget development, to include identification and highlighting of budget items that support/impact on Board policies.	Planning and policy actions relative to long-term goals, new initiatives and changes in system direction.
	Governor's budget guidance	Review of Governor's guidance.
	The Planning and Budget Committee will review the proposal with the Commissioner and determine if the budget proposal is in accordance with Board policies and the committee will then report to the Board in adequate time for discussion/changes.	Discussion/changes as indicated to reflect Board policies.
	Budget preparation	
	Target budget and addendum budget presented to the Board	Review and comment
	Submission of budgets	Formal resolution by the Board.

Time

Process/Department Actions

State Board Actions

Should it be determined that the biennial budget and/or the addendum proposal, as submitted to the Department of Planning and Budget, did not reflect Board policies, the Commissioner will, at once, inform the Board and advise of remedial actions to be initiated. Time in the budget cycle permitting, the Department will request return of the original budget package for modification or request permission to submit an addendum to reflect Board policies.

The Board will be informed that the Department budget did not reflect Board policies and that the Department will pursue remedial actions. In response to those actions, the Board and Department will meet to modify the returned budget package or to develop an addendum, as appropriate.

Even Numbered
Years:

Mini-budget preparation and Commissioner's review of Board policies to ensure that the budget proposal reflects the Board's programmatic as well as fiscal policies.

Prior to submission of the budget proposal, if it is determined that the proposal does not reflect Board policies, the Commissioner will inform the Board in a presentation that will provide time for Board discussion/changes.

Should it be determined that the mini-budget, as finally submitted to the Department of Planning and Budget, did not reflect Board policies, the Commissioner will, at once, inform the Board and advise of remedial actions to be initiated.

Actions same as for preceding as it concerned the biennial budget.

Review and comment along with actions in regard to any changes necessary to reflect Board policies.

The Board will be informed that the Department's mini-budget submission did not reflect Board policies and that remedial actions will be initiated by the Department.

Board actions same as preceding in regard to biennial budget.

<u>Time</u>	<u>Process/Department Actions</u>	<u>State Board Actions</u>
Ongoing	Aside from the federal grants that are reviewed as a component of the budget submissions, the Department will submit to the Board, for review and comment, any other federal grant application, in advance of its submission to the Department of Planning and Budget/other State agencies, as appropriate.	Board review and comment.